

**CLAREMONT COMMUNITY AND HUMAN SERVICES COMMISSION
REGULAR MEETING MINUTES**

Wednesday, September 3, 2025 - 7:00 PM

Video Recording is Archived on the City Website

<https://www.claremontca.gov/Government/City-Council/Watch-a-Meeting>

CALL TO ORDER:

Chair Sifuentes called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

COMMISSIONER: BINDER, BROWER, MORA, ROSELLE,
SCOTT TOUX, SIFUENTES, SILVA

ABSENT

COMMISSIONER: NONE

ALSO PRESENT

Patricia Cisneros, Senior Administrative Assistant
Eric Ey, Recreation and Human Services Manager
Dawn Ross, Senior Administrative Assistant
Jeremy Swan, Community Services Director
Amber Tudor, Program Coordinator
Luis Vaquera, Recreation and Human Services Supervisor
Melissa Vollaro, Recreation and Human Services Director

CEREMONIAL MATTERS, ANNOUNCEMENTS, AND PRESENTATIONS

Introductions

Jeremy Swan, Community Services Director, introduced new Commissioner Kathryn Mora to the Commission.

Melissa Vollaro, Recreation and Human Services Director, introduced Luis Vaquera, Recreation and Human Services Supervisor, to the Commission.

Announcement

Katherine Loeser, Claremont Helen Renwick Library Manager, shared Library updates and upcoming events during the month of September.

COMMISSION ITEMS

1. **Selection of Chair and Vice Chair and Committee Appointments**

This item starts at 00:07:30 in the archived video.

Jeremy Swan, Community Services Director, called for nominations for Chair of the Community and Human Services Commission.

Commissioner Brower nominated Commissioner Sifuentes as Chair.

Nominations were closed, and Director Swan invited public comment.

Patricia Cisneros, Senior Administrative Assistant, announced that no written public comment had been received.

There were no requests to speak.

Director Swan closed public comment.

Commissioner Scott Toux moved to appoint Brisa Sifuentes for the office of Chair, seconded by Commissioner Brower, and carried on a roll call vote as follows:

AYES: Commissioner – Binder, Brower, Mora, Roselle, Scott Toux, Silva
NOES: Commissioner – None
ABSTENTION: Commissioner – Sifuentes

Chair Sifuentes called for nominations for Vice Chair of the Community and Human Services Commission.

Commissioner Brower nominated Commissioner Roselle, and Chair Sifuentes nominated Commissioner Scott Toux for the office of Vice Chair.

Nominations were closed, and Chair Sifuentes invited public comment.

Patricia Cisneros, Senior Administrative Assistant, announced that no written public comment had been received.

There were no requests to speak.

Chair Sifuentes closed public comment.

Commissioner Binder moved to appoint Lauren Roselle for the office of Vice Chair, seconded by Commissioner Silva, and carried on a roll call vote as follows:

AYES: Commissioner – Binder, Brower, Mora, Scott Toux, Sifuentes, Silva
NOES: Commissioner – None
ABSTENTION: Commissioner - Roselle

Chair Sifuentes inquired if any Commissioners wished to make changes to the Committee Liaison Assignments form. Commissioners made the following changes for the 2025-26 term:

Committee on Aging – Brower/Scott Toux (Alt)
Independence Day Committee – Brower/Binder (Alt)
Youth Sports Committee – Binder/Brower (Alt)
Teen Committee – Scott Toux/Roselle (Alt)
Committee on Human Relations – Roselle/Mora (Alt)
Tree Committee – Brower/Sifuentes/Binder
Parks, Hillsides, and Utilities Committee – Silva/Roselle/Sifuentes

2. Annual Training on Open Meeting Laws, Public Records Act, Conflict of Interest Rules, and Claremont's Elected and Appointed Officials' Handbook; presented by Alisha Patterson, City Attorney

This item starts at 00:25:00 in the archived video.

City Attorney Alisha Patterson presented a PowerPoint presentation and responded to questions from the Commission regarding the Brown Act violation caused by selecting “reply all” to an email sent to all Commissioners, the appropriate manner to bring up items for discussion in a public meeting, clarification on handling situations when a discussion goes off-topic and how a Commissioner may guide it back on track, the importance of avoiding the use of personal email addresses for City business, how Commissioners should identify themselves as community members when speaking at other public meetings, and the fact that Committee applications are also subject to public records requests with redactions made.

Chair Sifuentes invited public comment.

Patricia Cisneros, Senior Administrative Assistant, announced that no written public comment had been received.

There were no requests to speak.

Chair Sifuentes closed public comment.

PUBLIC COMMENT

This item starts at 01:05:20 in the archived video.

Chair Sifuentes invited public comment.

Patricia Cisneros, Senior Administrative Assistant, announced that no written public comment had been received.

There were no requests to speak.

Chair Sifuentes closed public comment.

CONSENT CALENDAR

This item starts at 01:08:07 in the archived video.

Chair Sifuentes opened public comment on the Consent Calendar.

Patricia Cisneros, Senior Administrative Assistant, announced that no written public comment had been received.

There were no requests to speak.

Chair Sifuentes closed public comment.

3. Community and Human Services Commission Meeting Minutes of June 4, 2025
Approved and filed the Community and Human Services Commission meeting minutes of June 4, 2025.
4. Committee Meeting Minutes
Received and filed the various committee meeting minutes.
5. Tree Plantings and Removals for April, May, and June 2025
Received and filed the report.
6. Appointments and Reappointments to the Teen Committee
Approved the following appointments and reappointments to the Teen Committee for a one-year term set to expire on August 31, 2026:

Appointments:
Katie Kwon
Ainsley Tudor

Reappointments:
Durham (Knox) Peng
Brianna Stodghill
Marc Zambrano
Luciana (Lucci) Troendle
Nika Crisostomo
Pablo Guevara
Mandana Mojaverian
Madison Muhammad
Fengxue (Fiona) Wu
7. Committee Reappointments
Reappointed Cynthia Barnes-Slater and Cathleen Crayton to the Committee on Human Relations and Charles Gale to the Independence Day Committee for terms set to expire on August 31, 2029.

8. Revisions to the Policies and Procedures of the Committee on Aging
Approved the revisions to the Committee on Aging Policies and Procedures, reducing the membership from eleven to nine in total.

Commissioner Silva moved to approve the Consent Calendar, seconded by Commissioner Roselle, and carried on a roll call vote as follows:

AYES: Commissioner – Binder, Brower, Mora, Roselle, Scott Toux, Sifuentes, Silva
NOES: Commissioner – None

ADMINISTRATIVE ITEM

9. Friends of the Claremont Hills Wilderness Park 2024-2025 Annual Report

This item starts at 01:10:46 in the archived video.

Nancy Hamlett, Treasurer of the Friends of the Claremont Hills Wilderness Park, presented a PowerPoint presentation and answered questions from the Commission alongside Eric Ey, Recreation and Human Services Manager, regarding the number of volunteers with the Friends group and the total hours they have contributed, as well as any concerns to date regarding e-bikes in the CHWP.

Chair Sifuentes invited public comment.

Senior Administrative Assistant Cisneros announced that no written public comment had been received for this item.

There were no requests to speak.

Chair Sifuentes closed public comment.

The Commission received and filed the Friends of the Claremont Hills Wilderness Park Annual Report.

REPORTS

Staff

DIRECTORS' REPORT

This item starts at 01:28:12 in the archived video.

Melissa Vollaro, Recreation and Human Services Director, reported on:

- Employees of the Quarter
- 4th of July Celebration Recap
- Summer Special Events Recap
- Camp Claremont Recap

- Guided Thompson Creek Trail Walk Recap
- Recreation Updates
- Back to School at TAC and YAC
- Blaisdell Project Update
- Senior Program Updates
- Special Needs Programming
- CBO Applications and Process

Jeremy Swan, Community Services Director, reported on:

- New Employees
- Sewer Condition Assessment
- Claraboya Neighborhood Survey
- Urban Forest Update
- Open/Upcoming Bids

Commission/Committee

Chair Sifuentes requested three volunteers to serve on an ad hoc committee that will review the CBO applications and present a recommendation to the Commission at the November meeting. Management Analyst Michelle Castillo addressed questions about whether the ad hoc committee should include a member from last year's ad hoc committee and clarified the criteria for filtering applicants. Commissioners Binder, Scott Toux, and Silva volunteered to join the ad hoc committee.

Chair Sifuentes reported that the Tree Committee had not met for a while. The Independence Day Committee had a dinner wrap-up for the 2025 4th of July Celebration and met afterwards to discuss the event activities.

Commissioner Brower mentioned that the Committee on Aging meeting is approaching on Wednesday, September 10 and that she will be in attendance.

Commissioner Scott Toux mentioned that the Teen Committee had an orientation dinner.

Commissioner Binder reported that he attended the Youth Sports Committee meeting in June and stated that the highlights discussed included the field conditions at La Puerta Park and the issues with gophers.

ADJOURNMENT

Chair Sifuentes adjourned the meeting of the Community and Human Services Commission at 9:00 PM. The next regular meeting of the Claremont Community and Human Services Commission will be held on Wednesday, October 1, 2025, at 7:00 PM.

Patricia Cisneros, Recording Secretary